

## EXPEDITED CERTIFICATE OF NO EFFECT APPLICATION FORM

### INSTRUCTIONS FOR FILING

Applications for **interior work** may qualify for LPC's Expedited Certificate of No Effect Service if the proposed work meets the following conditions:

1. Must be **interior work only**;
2. Must be performed **above the second story (third floor and up) or in the cellar or basement** and must not involve excavation, except for minimal excavation related to elevator and mechanical work;
3. Must **NOT** be performed on any portion of a space designated as an interior landmark;
4. Must **NOT** involve any change to, replacement of, or penetration of, an exterior wall, window, skylight, or roof, including penetrations, replacements or changes for HVAC ducts, grilles, exhausts intakes, vents or pipes;
5. Does **NOT** involve a dropped ceiling or partition which is less than a minimum of one foot (1'0") back from the sills or frames of interior windows, whichever is furthest from the glass

A complete application includes this form ("Application Form") and at least one copy of the signed and sealed Department of Buildings Filing Drawings. Filing may be done by mail or in person. Applications that include exterior work, including HVAC louvers and grilles are not eligible for an Expedited Certificate of No Effect.

Filing may be submitted by mail or in person to:

**ATTN: New Applications, Landmarks Preservation Commission, 1 Centre Street, 9<sup>th</sup> Floor North, New York, NY 10007.**

You may contact the LPC if you need information about the application process, details about the types of drawings or other materials that may be required, or for general guidance: Tel: **(212) 669-7817** | **info@lpc.nyc.gov**

### 1. PROPERTY INFORMATION

Address:				Floor/Apt. #:
Borough:	Block:	Lot:	Community Board:	Zoning:

### 2. CONTACT INFORMATION (please check off Primary Contact)

Tenant/Lessee/Co-Op Shareholder	<input type="checkbox"/> Primary Contact		
Name:	Company/Corporation/Organization:		
Firm Name:	City & State:	Zip:	
Address:	E-mail:		
Architect/Engineer/Contractor (If Applicable)	<input type="checkbox"/> Primary Contact		
Name:	Company/Corporation/Organization:		
Firm Name:	City & State:	Zip:	
Address:	E-mail:		
Person Filing Application (e.g., Expeditor, Attorney, Managing Agent)	<input type="checkbox"/> Primary Contact		
Name:	Company/Corporation/Organization:		
Firm Name:	City & State:	Zip:	
Address:	E-mail:		

**3. ARCHITECT'S OR ENGINEER'S Sworn Statement for Expedited Review of Certain Certificates of No Effect under Section 2-31 et seq. of the rules of the Landmarks Preservation Commission (63 RCNY Section 2-31 et seq.)**

As the architect or engineer of the above-reference property which is the subject of the attached application, I state that (please CHECK ALL):

☐ The proposed work described on the attached plans and specifications:

- A) is **interior only**;
- B) is to be performed **above the second story (third floor and up) or in the cellar or basement** and which does not involve any excavation, except for minimal excavation related to elevator or mechanical work; and
- C) is not to be performed on any portion of a space designated as an interior landmark;
- D) does not involve any change to, replacement of, or penetration of any window, skylight, exterior wall or roof or any portion thereof; and
- E) for floor 3 through 6 does not involve a dropped ceiling or a partition which is less than of 1'-0" back from any interior window sill or frame, whichever is further from the glass;

☐ My associates, if any, likewise join in the request for an expedited review of the application; and

☐ I and my associates, if any, are aware that the Landmarks Preservation Commission will rely upon the truth and accuracy of the statements contained in the application and any amendments submitted in connection therewith as to compliance with the provisions of the Landmarks Law and the Rules for Expedited Review of certain Certificates of No Effect.

Name:	SEAL (R.A. or P.E.):
Firm Name:	
Address:	
Signature:	
Registration Number (Notary Public):	Date:

**4. OWNER'S Sworn Statement for Expedited Review of Certain Certificates of No Effect under Section 2-31 et seq. of the rules of the Landmarks Preservation Commission (63 RCNY Section 2-31 et seq.) / OWNER'S INFORMATION, CONSENT, AND SIGNATURE**

I am the owner of the above-listed property. For applications for work on or in a cooperative or condominium building, the "owner" is the Co-op Board or Condominium Association. An officer of the Co-op Board or Condominium Association must sign this application. I am familiar with the work proposed to be carried out on my property and give my permission for this application to be filed. The information entered is correct and complete, to the best of my knowledge.

**IMPORTANT: The managing agent of a cooperative or condominium association must be an officer of the board to sign this form.**

As the owner of the above-reference property which is the subject of the attached application, I state that (CHECK ALL):

☐ The proposed work described on the attached plans and specifications:

- A) is **interior only**;
- B) is to be performed **above the second story (third floor and up) or in the cellar or basement** and which does not involve any excavation, except for minimal excavation related to elevator or mechanical work; and
- C) is not to be performed on any portion of a space designated as an interior landmark;
- D) does not involve any change to, replacement of, or penetration of any window, skylight, exterior wall or roof or any portion thereof; and
- E) for floor 3 through 6 does not involve a dropped ceiling or a partition which is less than of 1'-0" back from any interior window sill or frame, whichever is further from the glass;

☐ No change to, or modification of, the proposed work shall be undertaken by me, and my architect or engineer or any other agent without the prior approval of the Landmarks Preservation Commission; and

☐ I will take any necessary remedial measures to obtain compliance with the Landmarks Law and the Rule

Falsification of this statement is a violation of Section 25-317 (c) of the Administrative Code of the City of New York and 63 RCNY Section 2-31 et. seq. and the sanction set forth in those.

Name:	Notary Public Seal:		
Address:			
Email:			Phone:
Signature:			
Registration Number:	DATE:		